

## POSITION DESCRIPTION

**TITLE:** Associate Head

**REPORTS TO:** Head, Department of Family Medicine

### QUALIFICATIONS:

- GFT in the Department of Family Medicine
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Faculty appointment at a minimum rank of Associate Professor in the Department of Family Medicine
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Working knowledge of family physician network throughout Manitoba
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds
- Administrative experience in the Department of Family Medicine

### BRIEF DESCRIPTION OF POSITION:

The Associate Head will assist the Department Head in the governance of the department and will act in place of the Department Head in that individual's absence.

### DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities outlined in the GFT contract, which includes duties related to general teaching, the incumbent is responsible for:

#### 1) Administrative

##### a) General

- Assumes responsibilities of the Department Head when he/she is unavailable
- Assists the Department Head (at his or her discretion) with the day-to-day running of the department
- Develops special projects and/or assists the Department Head in the development of special projects as mutually agreed upon

##### b) Department Section

- Participates as a member on departmental committees:
  - Executive Management
  - Fiscal and Human Resources
- Represents the department on various committees, at the discretion of the Department Head



**2) Educational**

a) Students

- None specific to this position

b) Faculty

- None specific to this position

**3) Supervisory**

- None specific to this position

**4) Department/Section**

Participates as a member of Department of Family Medicine committees:

- Executive Management
- Fiscal and Human Resources

**5) Scholarly Activity**

- Assists the Department Head in developing a supportive milieu for department faculty and residents to pursue research and other scholarly activities within their level of expertise

**6) Time Commitment**

- The time required to fulfill the duties related to this position is approximately 0.1 EFT (4 hours or one half-day per week).

**LINKAGES/INTERACTIONS:**

1. Department

- Department Head
- Administrative Director

2. Faculty of Medicine, University of Manitoba

- Dean
- Heads of other departments